

5 June 1964

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Proposal for Quarterly Statistical Reporting of CIA  
Non-staff Personnel

1. Paragraph 6 of this memorandum contains a recommendation for your approval.

2. In the course of our current Inspector General Survey of the Office of Personnel, we have observed a marked disparity between the highly refined statistical reporting and centralized regulation of staff personnel, and the most fragmentary accounting of the Agency's non-staff personnel. The various categories of non-staff personnel are described at Tab A. The problem is one of considerable magnitude. As of 31 March 1964, there was a total of \*\*\* civilian staff employees and military personnel detailed to the Agency. Although technically these military detailees are non-staff personnel, they occupy staff slots and are included in monthly personnel status reports. In addition we estimate that as of that date there were \*\*\* nonstaff personnel. . . There are therefore some \*\*\* staff, military, contract and proprietary, both witting and unwitting, for whom the Agency has a direct or indirect responsibility, being the main source of their livelihood.

3. With regard to staff personnel, the Office of the Director and the heads of the individual career services are well served by a variety of monthly and quarterly personnel status reports which provide an accurate and current breakdown of promotions, separations, on-duty strength, and adjustments to assigned personnel ceilings. With regard to non-staff personnel no comparable reporting exists. The Clandestine Services, which are responsible for the greatest number of the Agency's non-staff employees, submit a regular quarterly report of their foreign field non-staff personnel, but the results are not incorporated in any regular reporting system to the Office of the Director. The Deputy Director for Support is responsible for nearly \*\*\* proprietary and foreign contract personnel which are not now included in any systematic reporting.

4. We believe the Agency requires and must have a variety of categories of non-staff personnel to provide it necessary flexibility in the use of personal services not otherwise obtainable. However some of the present categories are not clearly defined and not well understood. Others are not defined at all. Present categories should be reviewed and re-defined where indicated in order to present the total magnitude of the Agency's available manpower throughout the world, exclusive of actual clandestine agents.

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5. The Bureau of the Budget for the first time has placed a ceiling on CIA for Fiscal Year 1965 of \* \* \* "non-permanent employees." The Bureau's definition of non-permanent employees is not clear, but their inquiries to date suggest a continuing interest in the Agency's contract and non-staff employees in excess of the established \* \* \* staff ceiling. Whatever the nature of the Bureau of the Budget's interest in this field, the need for more cognizance over this area and for centralized, regular reporting to the DDCI and the Executive Director-Comptroller is manifest.

6. It is recommended that the Deputy Director for Support, in collaboration with the other heads of Career Services:

a. Review current categories of non-staff personnel and define and establish new categories which will reflect the complete number of such persons, exclusive of clandestine agents, for whom the Agency is directly or indirectly responsible.

b. Devise a procedure to provide the DDCI and Executive Director-Comptroller with a quarterly statistical summary of all non-staff personnel.

/s/

J. S. Earman  
Inspector General

Attachment:

Tab A - Categories of Non-staff Personnel

The recommendation contained in paragraph 6 is approved:

/s/ Marshall S. Carter  
Deputy Director of Central Intelligence

8 July 1964  
Date

Distribution:

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TAB A

Categories of Non-Staff Personnel

25X1 [redacted] (Management of Non-Staff Personnel), defines various categories of such personnel as set forth in paragraphs 1-4 below. Personnel in categories outlined in paragraphs 5-8 are not defined by regulation.

1. Military personnel detailed to the Agency.
2. Civilian personnel of other Federal establishments detailed to the Agency.
3. Consultants. These are defined as "Individuals with unusual or special skills, knowledge or experience who are hired to serve the Agency in an advisory capacity." Consultants may be employed for a fixed or indefinite period. They may serve without compensation or with compensation at a rate not to exceed \$50.00 for each day of service.
4. Contract personnel. The CIA may engage individuals by contract:
  - a. When it is necessary to provide for short-term operational or support needs which cannot be met through the use of available staff employees.
  - b. When the services of particularly well-qualified individuals who cannot meet all the requirements for staff employment are required.
  - c. When there is a need to exploit operational considerations to the maximum without obligating the Agency to long-term employment.
  - d. When the nature of the mission for which the individual is being hired precludes his being subject to administrative control or working specifically defined hours.
  - e. When the individual's primary employer or interest is not the CIA and the services the Agency desires from him are supplementary to his primary interest or vocation.

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There are several types of contract personnel:

(1) Contract Employees. These are defined as "temporary personnel who are employed by contract for a specified period to meet short-range needs in official Agency activities. They may be citizens of the United States or foreign nationals. They work under controlled and supervised conditions, and are compensated on a salary basis. While not staff employees of the Agency, they have an employee relationship to the U.S. Government and receive rights, benefits, and privileges in accordance with their citizenship status. There are two types of contract employees as defined below:

(a) Type A (Staff Type). Contract employees who meet staff employee security standards and who have been granted security clearance to perform staff-type duties at Headquarters or other CIA installations. They shall, however, be admitted to Headquarters, station, and base offices only as required.

(b) Type B (Non-staff Type). Contract employees who are not required to meet full staff employee security standards and who do not have access to CIA Headquarters or other official Agency installations or to classified material, except under conditions specifically set forth at the time of request for security approval of their employment or amended by subsequent request. Access to Agency offices, either at Headquarters or overseas, shall be granted only in very unusual and important cases and shall be kept to an absolute minimum."

(2) Contract Agents. "A contract agent is a citizen of the United States or a foreign national engaged as an independent contractor to perform certain specific activities either within or outside the United States. A contract agent may be used by a proprietary or subsidized organization, but may not work in a headquarters, station or base office. A contract agent receives only the benefits and compensation which have been established as equitable and necessary to obtain his services and which are specified in his contractual agreement."

- 2 -

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(3) Career Agents. "A career agent is an individual who, having demonstrated his operational value to the Central Intelligence Agency over a period normally of not less than three years for United States citizens and of five years for foreign nationals, has been engaged on a career basis for the purpose of performing covert activities for an extended period of time."

While not a staff employee, the career agent is an employee of the United States Government by virtue of his relationship with the Agency and is normally entitled to benefits and privileges commensurate with but not necessarily identical to those granted to staff personnel."

5. Foreign National Service Personnel. These are not well defined, but include foreign nationals performing custodial and other duties such as chauffeurs, buildings and ground maintenance personnel, laborers, cooks and mess attendants, and a few skilled crafts and trades workers.
6. Proprietary Project Personnel. These are defined by usage as personnel employed by a proprietary project, including administrative and custodial personnel, but excluding any person who has any other employment relationship with the Agency.
7. Independent contractors. These are not well defined, but include persons under contract to perform specific services.

8. Miscellaneous. The Office of Personnel is presently examining several hundred industrial contracts under some of which CIA contracts for important personal services of various kinds, to determine what additional cognizance, if any, should be taken of such personnel. The Office also plans to regularize the handling of personnel in an increasing number of panels, advisory committees, task forces, and study groups which are being formed to assist the Agency in its scientific intelligence effort. It is not possible to estimate the numbers of people in these categories at the present time.

- 3 -

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